

SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM

UNCLASSIFIED	CONFIDENTIAL	SECRET
--------------	--------------	--------

OFFICIAL ROUTING SLIP

TO	NAME AND ADDRESS	DATE	INITIALS
1	ADD/S - Mr. Coffey		
2			
3			
4			
5			
6			

ACTION	DIRECT REPLY	PREPARE REPLY
APPROVAL	DISPATCH	RECOMMENDATION
COMMENT	FILE	RETURN
CONCURRENCE	INFORMATION	SIGNATURE

Remarks:

Jack:

I am delighted that you can go. I think you will enjoy it, and it will give you a chance to meet some of these people with whom you may have business either now or in the future.

LKW

FOLD HERE TO RETURN TO SENDER

FROM: NAME, ADDRESS AND PHONE NO.	DATE
Executive Director-Comptroller	28 May 70

DD/S 70-2280
Executive Registry
70-2777/A

28 May 1970

Mr. Phillip S. Hughes
Acting President
National Institute of Public Affairs
1825 K Street, N. W.
Washington, D. C. 20006

Dear Sam:

This will confirm our telephone conversation today with regard to the Charlottesville conference for the Executive Officers Group on 25-27 June. I regret very much that I shall be out of town and shall not be able to attend.

I appreciate the opportunity to have an Agency representative at these important and most interesting conferences. Mr. John W. Coffey, our Assistant Deputy Director for Support, will substitute for me. Jack is an extremely broad-gauged administrator, and his duties here encompass most of the activities which are generally found in the duties of members of our group. I am sure that he will benefit greatly from the conference, and I hope that he will also make some contribution to it.

Sincerely,

/s/ L. K. White

L. K. White
Executive Director

LKW:blp

Distribution:

- Original - Addressee
- 1 - Mr. Coffey w/background
- 1 - ER
- 1 - ExDir